

# **BROOKINGS COUNTY COMMISSION MEETING**

**Tuesday, April 5, 2005**

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 5, 2005, with the following members present: Dennis Falken, Mary Negstad, Donald Larson, Deanna Santema, and Emil Klavetter. Also present: Stephanie Vogel, Wm. Mark Kratochvil, Kelly Bakken, Todd Struwe, Robert Hill, Ted Eggebraaten, Martin Stanwick, Joyce Dragseth, Donna Ramsay, John Ramsay, Brian Eclov, and Jill Fier.

## **CALL TO ORDER**

Chairperson Falken called the meeting to order.

## **CONSENT AGENDA**

Chairperson Falken declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the April 5, 2005 Commission Meeting, and the minutes from the March 29, 2005 Commission Meeting. Welfare Matters: Case # 05-051 for rent was approved; Case # 05-050 for utilities was approved; Case # 05-005 for hospital was denied. Travel/Education: Stacy Steffensen to go to Elkton, SD on April 11, 2005 for the Election School; to go to Watertown, SD on May 4, 2005 to attend the SDRS Authorized Agent Seminar. Stephanie Vogel and Wm. Mark Kratochvil to go to Sioux Falls, SD on June 10, 2005 to attend the Employee Discharge and Documentation Training. Jim Hagedorn to go to Mitchell, SD on May 18, 2005 to attend the Spatial Technology Consortium. Vicki Buseh to go to Pierre, SD on various dates in the next 12 months to attend the Task Force on DMV implementing new Legislation SD175. Larry Jensen and Cliff Friedrich to go to Sioux Falls, SD on April 12, 2005 to attend a Crack Sealing Seminar. Martin Stanwick to go to Pierre, SD on March 31, 2005 to attend the Homeland Security Grant Workshop.

## **ROUTINE BUSINESS**

Emergency Management Director, Todd Struwe met with the board to discuss Departmental Matters, the Homeland Security Grant Workshop, the upcoming CERT Graduation, and to distribute the following reports. Be it noted, Chairperson Falken signed the South Dakota Emergency Management 2005 2<sup>nd</sup> Quarter Activity Report for the Brookings County Emergency Management Performance Grant and the Daily Time and Work Records.

Director of Equalization, Joyce Dragseth met with the board to discuss Amendments to Travel Requests and to update the board on Local and County Boards of Equalization.

Zoning and Drainage Director, Robert Hill met with the board to discuss a Conference and the Zoning Board Meeting.

Sheriff, Martin Stanwick met with the board to discuss the Homeland Security Grant Workshop and the Regional Infant and Child Death Review Committee.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, the salaries and personnel changes for the month of March 2005 are as follows: Longevity Increase: Brenda Conn \$60.00; Steve Groon \$130.00; and Randy Ribstein \$110.00; Janet Willmott \$135.00; Shawn Vomacka \$55.00. Step Raise: Randy Ribstein from \$14.55 to \$14.81; Brenda Conn from \$12.59 to \$12.82; Mike Erickson from \$12.05 to \$12.29. Promotions: Legal Office Administrator, Candace Stamp @ \$13.66; Jail Administrator, Bart Sweebe @ \$37,936.00; FT Male Corrections Officer, Jeffrey Kollars @ \$12.05. Reclassification: Victims Witness Legal Assistant, Cindy Schmit @ \$14.21. Transfer: Sergeant Investigations, Steve Tietjen @ \$19.06. New Hire: Zoning Office Assistant, Richard Haugen @ \$10.23. Commission \$14,510.97 Auditor's Office \$8,843.62; Treasurer's Office \$12,365.98; States Attorney's Office \$20,980.07; Custodial Buildings \$4,982.77; Director of Equalization \$16,381.24; Register of Deeds \$7,870.70; Veteran's Service Officer \$3,211.36; Sheriff's Office \$50,607.46; County Jail \$26,690.94; Contract Law Enforcement \$6,863.22; Emergency Management \$6,815.26; Drainage \$1,179.08; Highway \$56,241.74; Welfare \$3,090.25; Community Health Nurses \$2,418.88; Women, Infants, & Children \$2,184.64; County Extension \$4,480.24; Weed Control \$3,197.57; Planning & Zoning \$3,537.22.

Be it noted, Chairperson Falken signed claims for the following—AFLAC, insurance \$2,311.80; AFLAC Flex-One \$85.00; Office of Child Support Enforcement, child support \$555.00; Delta Dental, insurance \$2,513.08; Flex One, unreimbursed medical \$1,628.50; Local Teamsters, union dues \$832.00; SDRS, retirement \$29,614.44; SDRS Supplemental, retirement \$3,155.00; EFTPS \$61,052.00; Wellmark Blue Cross, insurance \$39,302.34; Midwest Benefits, life insurance \$476.30; Ruth Sapp, insurance reimbursement (April 2005 premiums) \$586.25.

### **REGULAR BUSINESS**

Highway Superintendent, Ted Eggebraaten met with the board to discuss the Annual Bids for the Brookings County Highway Department. Be it noted, the sealed bids were received by the Board of County Commissioners of Brookings County, South Dakota, at the office of the County Auditor until 10:00am on the 30<sup>th</sup> day of March, 2005. Such bids were publicly opened and read aloud by Brookings County Highway Superintendent, Ted Eggebraaten and Brookings County Auditor, Janet Willmott in the Brookings County Highway Department Conference Room at 422 Western Avenue, Brookings, South Dakota on March 30<sup>th</sup>, 2005 at the times specified.

**Concrete Culverts and Concrete Deck** - Motion by Klavetter, seconded by Negstad, to accept the low bid from Hanson Concrete Products of South Falls, South Dakota as recommended by the Highway Superintendent for concrete culverts and concrete deck. Role Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes. Be it noted, the bid from SD Concrete Products of Pierre, South Dakota was unsigned and the bid was rejected.

<u>Concrete Culverts</u>	SD Concrete Products, Pierre	Hanson Concrete Products, Sioux Falls	<u>Concrete Deck</u>	SD Concrete Products, Pierre	Hanson Concrete Products, Sioux Falls
18" round		14.37	40' exterior		3,080.00
18" arch		24.22	40' interior		2,700.00
18" flared end section		217.41	50' exterior		4,320.00
24" round		20.00	50' interior		3,880.00
24" arch		35.46	65' exterior		5,440.00
24" flared end section		262.00	65' interior		4,875.00
30" round		28.77			
30" arch		55.30			
30" flared end section		333.03			
36" round		40.60			
36" arch		63.38			
36" flared end section		524.00			

**Metal Culverts & Bridge Materials**- Motion by Larson, seconded by Santema, to accept the low bid from Huron Culvert and Tank Company from Huron, South Dakota as recommended by the Highway Superintendent for metal culverts and bridge materials. Role Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

<u>Metal Culverts</u>	Huron Tank & Culvert Co, Huron	Central Culvert Supply, Pierre	<u>Bridge Materials</u>	Huron Tank & Culvert Co, Huron	Central Culvert Supply, Pierre
12" round	6.05	7.46	10" - 42# H Piling	.35	
18" round	9.07	10.84			
18" arch	9.91	11.41	Metal Bridge		
24" round	12.11	14.47	Decking		
24" arch	13.02	15.13	2'x10'-12ga	140.00	
30" round	18.21	21.69	2'x12'-12ga	168.00	
30" arch	19.31	22.35			
36" round	21.76	26.09			
36" arch	22.85	26.84	Metal Flex Beam		
48" round	40.11	42.25	Guard Rail		
48" arch	41.57	49.09	12-1/2'	5.50/ft	
72" round	63.84		25'	5.50/ft	
72" arch	67.70				
84" round	74.14		Terminal Ends		
84" arch	78.97		to fit 12-1/2' or 25'	28.00/ea	
96" round	84.44				
96" arch	90.22		Galvanized Sheet	6.30/ft	
			Pile 10 Gauge		
108" round	121.49				
108" arch	128.24				

**Road Oil** - Motion by Negstad, seconded by Klavetter, to award to both KOCH Materials from Marshall, Minnesota and Jebro Inc., from Sioux City, Iowa on all low items listed on the bid the Highway Superintendent will use the low bid first for the Road Oil. Role Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

<u><b>Road Oil</b></u>	Koch Materials Marshall MN	Jebro Inc Sioux City IA		Koch Materials Marshall MN	Jebro Inc Sioux City IA
High Float Emulsions	.9990	1.0450	Asphalt cutback		
MC 70-800	1.1653	1.2048	MC-3000	1.1053	1.1048
CRS-P	.9990	1.0450			
AE 150-300	.8590	.8950			

**3/8" Pea Rock** - Motion by Santema, seconded by Negstad, to accept the low bid on all items listed in the bid from L. G. Everist from Sioux Falls, South Dakota and award to L. G. Everist as recommended by the Highway Superintendent for 3/8" pea rock. Role Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

<u><b>Pea Rock</b></u>	LG Everist Inc Sioux Falls SD	Bowes Construction Brookings SD
12,000 ton	3.85/ton	

**Bituminous Hot Mix** - Motion by Klavetter, seconded by Santema, to accept the low bid from Bowes Construction Inc., of Brookings, South Dakota as specified based on the recommendation by the Highway Superintendent for Bituminous Hot Mix. Role Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

<u><b>Bituminous Hot Mix</b></u>	Bowes Construction Brookings SD	Myrl & Roy Sioux Falls SD	McLaughlin Watertown SD
Bid A - 1B - 8 Miles	29.06	41.00	
Bid B - 2B - 2 Miles	29.63	42.25	
Bid C - 32B - 1.6 Miles	28.44	41.00	
Bid D - 5000 Tons -/+ or -	29.70	65.50	
Total A thru D	864,128.50	1,343,237.50	
Bid E - Picked up without Quartzite	25.87		
Bid E - Picked up with Quartzite	30.87	31.30	

**Equipment Rental** - Motion by Santema, seconded by Negstad, to accept all bids on Equipment Rental and direct the Highway Superintendent to use the low bid first, according to availability. Role Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

<u>Equipment Rental</u>	VJ Ahlers	Harold Asmus	Faber	Bowes	Butler
Dozers				D8R 150.00	D6 140hp 5950.00
Excavators	200hp/140.00 160hp/115.00	100hp/85.00	180hp/90.00 180hp/105.00with	CAT330 160.00	320BL 5400.00
Recycling machine				CAT-RM350 350.00	
Motor graders			180hp/85.00 220hp/85.00with	CAT140G 85.00	140H 10,200.00
Rubber tire rollers				Rosco/60.00	PS15/3,200.00
Scrapers				CAT-637/175.00	CAT-627/18,500.00
Steel faced rollers				CAT-534/65.00	CAT-CB434C 4,150.00
Trucks	22/85.00 Tandem/65.00			Single/60.00 D61/80.00	
Water Truck				4000 Gallon 75.00	

Deputy States Attorney, Wm. Mark Kratochvil met with the board to discuss the action to Add Omitted Property. Motion by Klavetter, seconded by Santema to Add Omitted Property legally described as the W ½ E ½ SE ¼ except platted areas of Section 16, Township 110 Range 50, Owners: Jerry Danielsen, Richard Danielsen, and Jean Wenstrand, Parcel # 06000-11050-16405, 2004 added value for 11 months should be \$13,000.00. Role Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

Director of Equalization, Joyce Dragseth met with the board to discuss Abatement # 05-07. Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Falken to sign Abatement Application # 05-07 from Hyland Investments, LLC, abatement in the amount of \$695.92 and a refund in the amount of \$688.92; on the property described as Lot 6, Block 2 of Sarah Renee Addition in the City of Brookings, Brookings County. Year 2004, Parcel # 40522-00200-00600 Refund \$688.92; Year 2004, Parcel # 40522-00100-00600 Abatement \$695.92. Reason: Discretionary Formula Value Adjustment. Role Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Director of Equalization, Joyce Dragseth met with the board to discuss and hold the Annual County Conference according to SDCL 10-3-14 to discuss the Director of Equalization's performance of duties. Be it noted, a satisfactory performance appraisal was preformed in January 2005.

Sheriff, Martin Stanwick met with the board to discuss the appointment of Deputy Coroner. Motion by Santema, seconded by Negstad, to appoint Steve Tietjen as Deputy Coroner for Brookings County. Role Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss the CDBG Grant # 0405-101. Motion by Negstad, seconded by Klavetter, to approve and authorize Chairperson Falken to sign the South Dakota CDBG Agreement for the CDBG Grant # 0405-101 in the amount of \$309,000.00 to assist the Brookings Domestic Abuse Shelter to purchase an existing building to locate in. Role Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

Zoning and Drainage Director, Robert Hill met with the board to discuss the Building Inspector Contract. Motion by Klavetter, seconded by Negstad, to approve authorize Chairperson Falken to sign the Building Inspector Contract between Brookings County and Phillip Wagner of Brookings, South Dakota. Role Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

Motion by Larson, seconded by Klavetter, to reconsider the following motion from March 29, 2005. Motion by Klavetter, seconded by Santema, to amend Resolution # 05-10; A Resolution Authorizing Support of the SDSU Growth Partnership Research Park, reducing the pledged amount of \$50,000.00 to \$25,000.00. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion to reconsider passes.

Motion by Larson, seconded by Negstad, to take off the table the following motion from March 29, 2005. Motion by Klavetter, seconded by Santema, to amend Resolution # 05-10; A Resolution Authorizing Support of the SDSU Growth Partnership Research Park, reducing the pledged amount of \$50,000.00 to \$25,000.00. Role Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion to take off the table passes.

Original Motion from March 29, 2005: Motion by Klavetter, seconded by Santema, to amend Resolution # 05-10; A Resolution Authorizing Support of the SDSU Growth Partnership Research Park, reducing the pledged amount of \$50,000.00 to \$25,000.00. Role Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Original motion passes.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters, Insurance Training, Nonviolent Crisis Intervention Classes, the Domestic Abuse Shelter Tour, the Sound System, and Correspondence. Be it noted, Chairperson Falken signed a letter to the Minnehaha County Register of Deeds stating Brookings County has received payment in full on lien # 123791.

Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Falken to sign the Request to Fill Vacancy for the Deputy Sheriff position in the Sheriff's Department. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

Be it noted, the Board approved the following Personnel Action Notices: Routine Step Increase: Kelly Bakken. New Hire: States Attorney Office Assistant, Keri Whittington.

### **COMMISSIONER'S OPEN DISCUSSION**

Commissioner Larson reported on the SDSU Growth Partnership Research Park Meeting, and the Fireman's Appreciation Supper.

Commissioner Negstad reported on the Domestic Abuse Shelter Meeting and the Fireman's Appreciation Supper.

Commissioner Klavetter reported on the First District Meeting and the Extension Board Meeting.

Commissioner Falken reported on the Fireman's Appreciation Supper.

Donna Ramsay met with the board to discuss Zoning concerns.

### **EXECUTIVE SESSION**

Motion by Negstad, seconded by Santema, to go into Executive Session at 10:32am. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes. Chairperson Falken declared executive session over at 11:00am. Reason - Personnel Matters. No action at this time.

### **ADJOURNMENT**

Chairperson Falken declared the meeting adjourned until 8:30am Tuesday, April 12, 2005.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

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Kelly Bakken  
Deputy Auditor  
Brookings County Auditor's Office